

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: MAST International  
 Region/Locality: Southside  
 Period: April, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
(7)Mtg. W/Sheriff Weaver/Sgt. Almarode	Amelia			1	Ref report to Board of Supervisors Mtg. May/03
(8)Mapped Triton PCS tower locations/sectors	Amelia		10.25	1	Current tower locations/sectors
(9)Triton PCS trunk delay	Amelia			0.5	Correspondence to re-issue
(10)Finalize report additions on implementation status	Amelia			1.5	Contacted Sgt. Almarode
(7)Coordinate/Plan mtg. W/CPE vendor/PSAP	Brunswick			2	Walt Meir/Verizon
(8)Mapped tower locations/sectors	Brunswick		19.75	4	Verizon/Triton PCS/T-Mobile
(9)CPE delivery/install date	Brunswick			1.75	Tom Griffith/Verizon, Shirley Brodnax/Capt. Morgan
(9)New trouble reporting procedures for trunks	Brunswick			0.25	Spoke w/ Shirley Brodnax
(10)Contact w/ T-Mobile ref status for deployment	Brunswick			0.75	Lisa B./T-mobile
(10)Review and revise call totals for wireless	Brunswick			0.75	New call totals/procedure for recording
(10)Update Verizon CPE installation status dates	Brunswick			0.75	Reviewed w/ all parties current status
(8)Map cell tower info and post sectors	Charlotte			1.5	Current tower locations/sectors
(8)Prepare mapping info for on-site mtg w/PSAP	Charlotte			0.5	Lisa Meyers
(9)Correspondence reference trunk routing	Charlotte			0.25	Sent to Lisa Meyers
(10)On-site w/Lisa Meyers status update/towers	Charlotte			1	Reviewed w/ all parties current status
(11)Update access line totals for PSAP	Charlotte			0.5	Added to PSAP notebook per Lisa Meyers
(3)Contacted Paula Ellison ref extension letters	Cumberland			1.5	Draft letters WSPs/Wireless Board
(4)Update quarterly payment documentation	Cumberland			0.25	Added to PSAP notebook
(5)Review agreements	Cumberland			1.75	Surcharge ordinance/ProCom maintenance
(8)Mapped tower locations/sectors	Cumberland			2.25	Powhatan tower/Sprint coverage
(8)Correspondence to TCS ref routings	Cumberland			0.25	E-mail/fax copies
(9)Contact ref CPE installation date	Cumberland			0.5	Paula Ellison/Kelly Curd/Sprint
(10)Contacts ref ground start lines	Cumberland			0.75	Paula Ellison/PJ Rhyne/Verizon
(10)Status call ref CPE installation	Cumberland			0.75	Gerald Beaver/Sprint Proj. Mgr/PSAP
(10)Conference Call PSAP/Sprint	Cumberland			0.5	CPE delivery 3rd wk of May
(13)Training for E-911 Coordinator/Paula Ellison	Cumberland			7.25	On-site trng ref Wireless Phases
(8)Mapped Triton PCS tower locations/sectors	Dinwiddie			1	Current tower locations/sectors
(10)Contact PSAP ref. Current status	Dinwiddie			0.25	Denise Absher contacted
(5)Review surcharge ordinance for new draft	Farmville			1	Changes to existing ordinance
(5)Review mutual aid agreement and return	Farmville			0.5	Sent to Sgt. Gilbert Wood
(7)Coordinate/Plan mtg. W/CAD vendors/PSAP	Farmville			2	Ref upgrades/CPE/new facility
(7)Mtg w/Gerald Spates town mgr/Gilbert Wood	Farmville			3.5	Ref CPE move and upgrade

(8)Letter to Triton PCS ref Tower#506 routing	Farmville			0.25	Proper routing to PSAP
(9)Mtg. W/ Frank Destefano ref space requirements	Farmville			0.5	For CPE equipment in new facility
(10)Preparation for mtg.w/Town Mgr.	Farmville			1.75	CPE installation/status of PSAP
(10)Contact Emmy Isbell/Sprint ref Farmville status	Farmville			0.5	Review current status/plans
(8)Map Alltel tower locations/sectors	Halifax			2.5	New info included from Alltel/PSAP
(10)Contacts ref current progress/status	Halifax			2	Allen Bober new facility progress
(11)Checked/reviewed CMRS reports	Halifax			0.25	
(3)T/C to Sheriff Adams ref rescinding Verizon ltr.	Lunenburg			0.25	Letter to TCS to rescind Verizon request
(8)Map Sprint tower info	Lunenburg			1.25	Received info from Sprint
(8)Corrected Intrado routing sheet	Lunenburg			0.5	Info forwarded to Intrado
(3)Sprint service request forwarded to Linda Cage	Mecklenburg			0.5	Phase I service request letter
(8)Mapped tower info	Mecklenburg			3.25	Info from Terry Romand/Linda Cage
(8)Contacted Mark Simonton ref sectors	Mecklenburg			0.5	TCS tower sector info
(9)Buggs Island trunks status update	Mecklenburg			0.75	Checked ref progress in resolving delays
(10)On-site W/ Linda Cage	Mecklenburg			1.25	Ref CPE installation/implementation schedule
(10)Update Verizon CPE status dates/implementation	Mecklenburg			2	Intrado/Verizon/Linda Cage
(11)Contacted Elizabeth Cebi ref Data collection	Mecklenburg			0.25	VA-Mecklenburg Phase I
(1)CPE upgrade from Liberty system	Nottoway			0.75	Info furnished to R. Roark County Adm
(4)Funding research ref. missing payments	Nottoway			0.75	Dorothy Dean-Spears contacted
(8)Call routing sheets for Intrado verified/signed	Nottoway			0.75	Gloria Gray PSAP/Kelly Davis Intrado
(9)CPE upgrade issues/costs	Nottoway			1.5	Kelly Curd/Sprint, R. Roark County Adm
(10)Implementation status	Nottoway			0.5	Kelly Curd/Sprint, Gloria Gray/PSAP
(15)True-up documentation	Nottoway			0.5	Gloria Gray procesing info received
(7)Mtg. W/Butch Johnstone/DCJS	Region			2	Potential grant funding for PSAPs
(8)Create listing of surrounding jurisdictions	Region			1	Information for PSAPs ref adjacent towers
(8)Map WSP cell sectors	Region			13	Maps modified based on corrected info
(8)Print individual cell sector maps for each PSAP	Region			8.25	All cell towers/sectors by WSP
(8)Triton PCS coverage/routing changes	Region			1.25	Added to each PSAPs mapping packet
(8)Contact Ashton Cole ref. Verizon tower info	Region			0.5	Follow-up on e-mail request
(8)Review and input tower info from TCS	Region			3	Ntelos/TritonPCS/Sprint info corrected
(8)Verification of tower/sector info	Region			1.5	Alltel/Triton PCS/Sprint
(8)Draft info for N.C. towers that impact PSAP	Region			1.5	Contacted Richard Taylor N.C. Wireless
(8)Prepare tower maps for VA/NC border PSAPs	Region			4.25	Info furnished to R. Taylor NC Wireless
(8)Correspondence TCS/Sprint ref routing modification	Region			2	Impacts PSAPs that border N.C.
(8)T/C and e-mail Kelly Davis/Intrado ref info	Region			0.5	Information needed for mtg w/PSAPs
(8)Prepare mapping presentation for Regional Mtg.	Region			5.5	Mtg. Scheduled for 04/11 in Dinwiddie
(8)Prepare PSAP presentation packets	Region			4.5	All forms necessary for modifications/maps
(8)Regional presentations On tower/sector routings	Region			12	All PSAPs resolved tower/sector issues
(8)Review and rework tower/sector locations	Region			6	Info provided by WSPs/Third Parties
(8)Corrected/updated all call routing sheets	Region			3.5	Provided new sign off sheets for all PSAPs
(8)Faxed Intrado signature copies of call routings	Region			0.5	Each PSAP signed off on routings
(9)T/C and e-mail Teresa Anderson/Verizon	Region			0.5	Network migration(Chester,Emporia, Stuart)
(9)Contacted Emmy Isbell/Sprint	Region			0.5	Routing of Wireless calls between VA/NC
(9)E-mail Lynne Fleck/TCS ref call routing	Region			0.25	
(10)Status call Linda Keyon and Verizon Proj. Mgr.	Region			0.5	Status report and follow-up e-mails

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Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments